

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☐ New Contract - - ☒ Amendment to Existing Contract: 400-09-014 Amendment Number: 1

Division	Contract Manager:	MS-	Phone	CM Training Date
400 Efficiency Renewable Energy Division	Gabriel Taylor	25	916-654-4482	6/26/08

Contractor's Legal Name	Federal ID Number
Portland Energy Conservation, Inc. (PECI)	93-0770824

Title of Project
EnergySmart Jobs

Term	Start Date	End Date	Amount
New/Original Contract	6 / 30 / 10	3 / 31 / 12	\$ 18,808,717

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount
1	03/31/12	\$318,300

Business Meeting Information			
Proposed Business Meeting Date	5/18/11	<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Discussion
Business Meeting Presenter	Gabriel Taylor	Time Needed:	0 minutes

Agenda Item Subject and Description
Due to federal accounting requirements, the EnergySmart Jobs Program changed their accounting methodology, which has resulted in reduced labor expenses for all Program tasks. The Program is requesting re-allocation of some of this budget to augment travel and program management. In addition, the Program would like to amend the budgeted "Leverage Funding" to reflect \$175 thousand dollars of new funding.

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
<p>The EnergySmart Jobs Program focuses on both job creation and energy efficiency. The contractor will train approximately 60 California Conservation Corps Members to serve on Energy Efficiency Survey Teams. These teams will conduct approximately 30,000 initial refrigeration efficiency surveys at grocery stores and mini-marts. The survey teams will upload the data they collect to a central database that will be accessible to participating energy services companies. Participating partners will be encouraged to hire the trained CCC members as full time staff, and the contractor will then train more CCC members.</p> <p>Based on the initial surveys, stores will be selected for energy efficiency equipment retrofits. The contractor will work with local utilities to buy down the cost of recommended energy efficiency equipment with direct incentives. Of the initial 30,000 buildings surveyed, approximately 5,000 will be retrofitted, yielding approximately \$40 million in energy savings over 5 years.</p>

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION

**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☒ Yes: skip to question 2☐ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because _____.

2. If contract is considered a "Project" under CEQA:

☒ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: _____☒ Categorical Exemption. List CCR section number: Sections 15301, 15302, 15306, 15308, 15309, and 15322☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

Contract will not cause a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because contract involves installing energy conserving measures in grocery stores and other retail stores with refrigeration systems.

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.**Budgets Information**

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	Funding Source			\$
ECAA	\$		\$	No	Funding Source			\$
State- ERPA	\$		\$	No	Funding Source			\$
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$ 0		TOTAL:	\$ 0		TOTAL: \$ 0			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer

Name: Robert Bitman
 Address: 100 California Street
 Suite 1320
 City, State, Zip: San Francisco, CA 94111
 Phone/ Fax: (415) 848-1273
 E-Mail: rbitman@peci.org

Contractor's Project Manager

Name: Patrice Flynn
 Address: 100 SW Main Street
 Suite 1600
 City, State, Zip: Portland, OR 97204
 Phone/ Fax: (503) 961-6131
 E-Mail: pflynn@peci.org

Contractor Is☒ Private Company (including non-profits)☐ CA State Agency (including UC and CSU)☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)**Selection Process Used**☒ Solicitation

RFP

Solicitation #: 400-09-014

☐ Non Competitive Bid (Attach CEC 96)☐ Exempt

Select Exemption (see instructions)

Civil Service Considerations☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



- ☒ The Services Contracted:
- ☐ are not available within civil service
 - ☐ cannot be performed satisfactorily by civil service employees
 - ☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
 - ☐ temporary, or
 - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:**Payment Method**

- ☒ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly
 - ☐ Itemized Quarterly
 - ☐ Flat Rate
 - ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

Retention

1. Is contract subject to retention? ☐ No ☒ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☐ No ☒ Yes

Justification of Rates

The contract was awarded from a RFP that judged based upon cost score.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Not Applicable
2. ☒ Meets DVBE Requirements DVBE Amount:\$ 594,917 DVBE %: 3%
- ☐ Contractor is Certified DVBE
 - ☒ Contractor is Subcontracting with a DVBE: Gilbert Associates, Inc.
3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

If yes, check appropriate box: ☐ SB ☐ MB ☐ DVBE ☒ No ☐ Yes

Is Contractor subcontracting any services?

If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

Gilbert Associates, Inc.	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input checked="" type="checkbox"/> DVBE
Aztec Energy Partners	<input checked="" type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE
	<input type="checkbox"/> No	<input type="checkbox"/> SB	<input type="checkbox"/> MB	<input type="checkbox"/> DVBE

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☒ No ☐ Yes
2. Will there be IT expenditures? ☒ No ☐ Yes
3. Is the Contractor providing confidential information? ☐ No ☒ Yes
4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
5. Check frequency of progress reports
- ☒ Monthly
 - ☐ Quarterly
 - ☐ _____
6. Will a final report be required? ☐ No ☒ Yes
7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
- The term of the contract conforms to the term of the American Recovery and Reinvestment Act (ARRA).

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION

**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date